



Georgia Board of Examiners of Licensed Practical Nurses
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GUIDELINES FOR THE REFRESHER PROGRAM

A refresher program maybe an individualized combination of study and supervised practice relevant to nursing or an approved program at a school. All programs consist of 80 hours of theory and 80 or 160 hours of clinicals based on Board review of application..

A temporary refresher program pocket card must be issued prior to beginning the theory study or supervised clinical training.

A minimum of 80 hours will be in classroom type instruction that will include: Nursing Process, Structured Medication Administration; Cardiopulmonary Resuscitation; Universal precaution; Legal/ethical aspects of nursing and health care; and Practice skills specific to the agency or areas of practice. A minimum of 80 hours or a maximum of 160 hours of supervised clinical nursing practice must be completed. Clinical practice hours must cover Nursing practice, geriatrics, pediatrics, HIPPA, Medications, universal precautions, MRSA, HIV, rules, documentation, ethics, IV therapy, dialysis, patients' rights, restraints and their proper usage.

The **Licensed Practical Nurse Applicant** must complete the following steps:

	Submit a completed application for licensure.
	Determine where you will obtain your further training. You may either enroll in an approved program at a nursing school or negotiate with a hospital, nursing home, clinic, or home health agency to sponsor your training.
	If you decide to enroll into a nursing school refresher program, contact the program directly for appropriate documentation
	If you decide to negotiate with a health care facility, contact the appropriate facility to develop a training program. Submit the Refresher Program Application and Clinical Schedule to the board. If approved, a temporary refresher program pocket card will be issued. The applicant must present the temporary refresher program pocket card to the designated agency refresher program coordinator for inspection prior to beginning the theory study and supervised clinical nursing practice. If the refresher program is not begun or completed, <u>the temporary refresher program pocket card must be returned to the Board office immediately</u> with a letter of explanation.
	Submit proof of satisfactory completion of the refresher program prior to expiration of the temporary refresher program pocket card.

The **Facility Coordinator** agreeing to provide a refresher program for one or more licensed practical nurses applicants must complete the following steps:

	Meet with the applicant(s) and agree to sponsor a refresher program.
	Select/appoint a registered nurse, physician, dentist or podiatrist who will plan, coordinate, monitor and evaluate the refresher program (theory study and supervised clinical practice). The program coordinator may conduct the entire program or serve as the organizer over the theory instruction and the clinical practice supervisor or preceptor.
	Submit the completed Refresher Program Application (Form A).
	Submit a letter to the Board, on agency stationery, stating that you are currently licensed as a RN, physician, dentist or podiatrist; willing to participate in the refresher program by providing nursing supervision/instruction; and provide direct supervision for the licensed practical nurse. Include in the letter the names and license numbers of all supervising refresher program instructors or coordinators.
	Submit a proposed schedule of the of supervised nursing practice and 80 hours of theory.
	Inspect the pocket card prior to beginning the theory study and supervised clinical nursing practice hours.
	Notify the board in writing of any situation that prevents the completion of the refresher program within the required six (6) months or if the program is not begun or stops. The applicant must return the temporary refresher program pocket card immediately to the Board office.
	After completion of the refresher program, submit to the Board Certification of Completion of Refresher Program (Form B) and Preceptor Certification for Refresher Program (Form C) rating the clinical practice skills of the applicant.

	Maintain documentation of compliance with the refresher program according to specific agency policy.

The **Georgia Board of Examiners of Licensed Practical Nurses** will complete the following steps:

	Review the application for the refresher program (Form A) and approve or recommend modification for resubmission.
	Notify the Refresher Program Coordinator when the refresher program application (Form A and Supervised Clinical Practice Schedule) is approved.
	Issue a six (6) months temporary refresher program pocket card to the licensed practical nurse applicant (send a copy to the Refresher Program Coordinator) upon approval of the licensure application and refresher program.
	Require the Licensed Practical Nurse applicant to take the licensure examination in use at the time of application, (as appropriate). Applicants who are unable to provide proof of 500 hours of licensed practical nurse practice within the last ten (10) years from the date of the application will be evaluated on a case by case basis at the board's discretion
	Issue a license to the licensed practical nurse applicant when all requirements are met, (as appropriate).